
POSITION DESCRIPTION: POLICY ADVISOR

Position:	Policy Advisor
Position status and location:	This is a permanent position based in Wellington.
Reporting to:	Secretariat
Day to day reporting and oversight:	
Staff reports management:	None
Cost Code sign-off:	6130 (policy)
Date of PD confirmation:	

Purpose of this position

The primary role of the policy advisors is the development of PSA policy and strategy. Team members represent the PSA in a wide range of external forums. They provide policy papers and advice to the executive board and national secretaries. They advise and support the organising staff and keep the PSA aware of any potential issues that may arise in the future.

Our organisational values

The PSA *Te Pūkenga Here Tikanga Mahi* takes a strategic approach to unionism and our organisational values are:

- Solidarity - Kotahitanga
- Social Justice - Pāpori Ture Tika
- Integrity and Respect - Te Pono me te Whakaute
- Solution focussed - Otinga Arotahi
- Democratic - Tā te Nuinga e Whakatau ai

Te Tiriti o Waitangi/Treaty of Waitangi

The PSA *Te Pūkenga Here Tikanga Mahi* affirms te Tiriti o Waitangi/the Treaty of Waitangi as the founding document of Aotearoa-New Zealand and is committed to the Treaty principles of partnership, protection and participation in activities pursuant to the purpose and objects of the union, as they relate to the working lives of members.

PSA gives the principles of Te Ao Maori practical application through our policies and strategies to make a positive difference across PSA and our membership.

Working relationships

Internal	Internal democratic structure	External
Executive Board and associated committees Secretariat Other members of the policy team Assistant Secretaries PSA staff members PSA delegates and members Strategy and Support teams Organising Teams	PSA members and delegates Executive Board Sector Committees	Cabinet, departmental and government officials Senior management within the Public Sector CTU State Services Commission Academics NGO Sector representatives

Key Accountabilities	Activities
Participate constructively in their team	<ul style="list-style-type: none"> • Work collegially and co-operatively within the wider PSA • Provide support for each other • Comply with PSA policies and strategies • Attend team meetings • Actively participate in all team activities • Respect each other's view on matters • Joint problem solving • Keep team members informed • Decision making by consensus • Ensure effective and timely handover • Contribute to the mentoring/buddying of less-experienced staff
Development of PSA strategic thinking	<ul style="list-style-type: none"> • Working with the Executive Board to provide thinking on, and having input into, the development of PSA strategy • Being politically astute and raising issues and developing the thinking where PSA may need to express an opinion or have the matter registered within an internal or external forum • Write submissions and policy papers as appropriate. • Initiating strategic policy • Write papers and reports for the secretariat, executive board and sector committees • Monitor and evaluate progress on strategies as required
Building relationships	<p>External</p> <ul style="list-style-type: none"> • Represent PSA on various external bodies and forums. Attend and participate in all forums identified by the secretariat and/or policy team as required where the PSA views to be articulated. • Develop and sustain relationships with key external agencies. • Have influence in multi-union forums • Deputise for secretariat when required <p>Internal</p> <ul style="list-style-type: none"> • Develop relationship with the sector committees, delegate networks and the executive board

Key Accountabilities	Activities
<p>Provide support for the organising function</p>	<ul style="list-style-type: none"> • Work alongside organising staff to provide advice and support. • Keep assistant secretaries and organisers aware of potential issues • Being politically aware and being able to interpret current events to increase the influence of the PSA in the enterprises • Develop PSA thinking on issues raised by assistant secretaries and organisers • Maintaining an environmental scan in portfolio areas to identify strategic opportunities
<p>Project management</p>	<ul style="list-style-type: none"> • Managing specific projects using the policy development cycle of: sourcing issues; evaluating PSA commitment; defining problems; defining outcomes; identifying information and requirements and resources available; translating and implementing; evaluating and reviewing.
<p>Participate in internal organisational development and work development projects</p>	<ul style="list-style-type: none"> • Contribute to project groups and in other forums for internal development of PSA • Understand change processes and their impact • Identify and access additional support/training to enable effective participation • Working to policies and strategies and participating in their development and review

Person Specification

Skills/Attributes

- Think strategically
- Analyse political issues and situations
- Excellent writing skills

Able to translate complex policy and ideas into plain English

- Excellent communication skills
- Sound computer literacy with the Microsoft Office suite of programmes - Word, Excel, Powerpoint and Outlook
- Experience in researching issues, including the ability to understand and interpret statistics
- Establishing and maintaining relationships with internal and external stakeholders
- Appropriately assesses situations for strategic opportunities for the PSA
- Influence the intended viewpoint to an audience
- Exercise judgement in complex situations
- Plan, work to deadlines and prioritise work
- Analyse and investigate information gathered
- Active team member who can provide back-up to other members of the Policy team
- Manage relationships with a range of stakeholders

Knowledge

Have demonstrated technical knowledge, understanding and ability in the following:

- Understands the role and value of unions in current economic and political environments
- Understands the political nature of the PSA's work

Leadership and Management style in the PSA

The PSA *Te Pūkenga Here Tikanga Mahi* aims to achieve an optimal balance between an empowering leadership style and ensuring sufficient accountability for achieving the strategic outcomes of the union. To this end we support self-managing teams and strive for consensus where possible. National Sector Leader/Support Leader and Strategy Leader roles support democratic team processes and provide the skills and support that teams need to effectively self-manage.

PSA Employment Principles

The management of the *PSA Te Pūkenga Here Tikanga Mahi* is committed to being a good employer and providing a quality working environment; a process of constructive engagement with staff through their unions; and operating fair, transparent and consistent best practice employment processes and good faith principles.

Health and safety

Every staff member shall take all practicable steps to ensure their safety and the safety of others at work and that no action or inaction of the staff member causes harm to any other person.

Professional Development

PSA staff members attend to their own personal and professional development. They provide collegial support to co-workers and contribute to the mentoring of less experienced staff. Staff will also participate in individual and collective professional development.